



PLAXTOL SCHOOL ASSOCIATION

Minutes of Meeting

Thursday 9th May 2024

14:10 – 15:20

Present: Claire Rowley (CR) Jenny Johnson (JJ) – Meeting Chair, Merran Hilton (MJH), Angela Shorter (AS) – Treasurer, Caroline Ward (CW) – Secretary, Helen Rust (HR), Emeyle Wareham (EW), Ed Graham (EG) Lexi Benson (LB), Cassandra Money (CM), Helen Chesterton (HC), Dan Clavert (DC), Christie Verrechia (CV), Tania Mellor (TM)

Apologies: Emma Curley (EC), Angela Hudson (AH)

1. Welcome and members present, apologies

Meeting started at 14.10

2. Approval of Minutes from last meeting

Minutes from the last meeting (March 2024) were approved. JJ signed a hard copy of the Minutes.

3. Any matters arising

Plaque for school – we need to wait for HC to see if we can fund from grant

EG – to look at getting at a refund for existing play box

CR to look at how much to spend on Leavers presents for year 6

4. Financial report from Angela via email

JJ confirm from AH report that the total bank balance is £27,789.77, current account £17,777.52, savings account £10,012.25, income since last report £710.55

5. Approvals since last meeting

- £50.00 - Dragon Boat Race deposit – Approved by email 26/03/24
- £288.00 - One day wildlife area maintenance - plus one more extra day price TBC – approved via email 08/04/24
- £500.00 - Poet Visit Term 4 – 26/04/24
- £90.00 - Bean Bags for wellbeing area - approved via WhatsApp – 02/05/24
- £150.00 – CAT Tests – approved via email – 07/05/24
- £500.00 – Playground equipment – approved vi email – 07/05/24
- £420.00 – Puberty workshop – approved via email – 07/05/24
- £236.00 – Parents and daughters chat – approved via email 07/05/24

6. Approvals to discuss at meeting

- **Sports Track** – CR confirmed we have had lots of quotes for a compacted gravel track and two have come back to CR for requotes.. CR to confirm when they can start and who has been chosen. £5,730.00 is the quote from the preferred person who also did the swimming pool area as CR was very happy with his work. £1,000.00 will be funded from Co Op grant. A Vote was held at the meeting and all approved from the information above to go ahead with the sports track.
- **Ipads & Trolley** – CR said that existing 16 ipads in tech room are very old but can still be currently used, quote to replace these with Windows 10 would be £5,318. A vote was held at the meeting and all approved from this information to go ahead a make the purchase. We also agreed to look into recycling or to offer old ones to families next time.
- **Tennis equipment** – this was approved via email before the meeting to buy these at a cost of £150.00
- **Sports Day House Flags** – we all agree this is a good idea, EW & MH to look into costs
- **Air Mats** – we all agree this is a good idea for the gymnastics club and to used within school, MH to liaise with Hayley the gymnastics teacher on which one would be the best to buy and costs
- **Sign for new school rules** – CR to let us know if we just have a laminated or a proper sign
- **Experiences** – CR is sent emails about these all the time, Science and Athletics workshops might work well. CR to look at this and send over any that would be good for the school
- **Air Conditioning** – CR said new fans have been brought for some of the classes, its not been especially hot so far and haven't been used. JJ to look into to air conditioning units to be fitted and report back to CR on costs
- **Outside white board** – JJ has seen at white board that the PSA could use to remind parents about future events and things to remember. Has looked into costs and has found one at a costs of £60.00 with the PSA logo on. Agreed to order one and look at a second one if it works well for back playground, so all parents will see information.

7. Summer Fair

- School dance club will perform at the summer and school children will learn two songs to perform as well.
- JJ suggested a outside disco to run for 1-2 hours on the playground, quotes from £120.00 to £190.00. CR to liase with CR on this. EW to also ask about a band and get back to JJ
- EW suggested that we could have estate agent signs to advertise the summer fair.. EW to ask her estate agent and JJ to do the same.
- Slides all ready to be booked, £180.00 for a 10ft tall one. We do need a volunteer to oversee this on the day.
- BBQ , Cake stall, bar and Cowboy hat crafts have volunteers already to lead
- JJ has booked Ice Cream van and fire engine
- Cake competition was decided not to be a good idea this time, no volunteers have come forward
- Raffle will be lead by CV
- Toy stall and book stall to be run by the School Council
- Eco Stall – will be kindly organised by Mrs Hammerton
- We still need volunteers to run tatoos or craft stall, tin can alley and stocks
- JJ to send out spreadsheet for volunteers, possibly ask Classes to take on certain main stalls
- Tokens – maybe trial this year in advance of the fair with a smaller fund raising event to help include all families to be involved. Tokens would be given to CR to hand out to parents who may not be able to afford to come to these types of events. JJ/EG to check what tokens we have in the PSA shed. Discuss what stalls that these might work on, maybe game stalls only but maybe offer on bar and BBQ too as well as the usual cash & card options. Stall would need to be set up to sell tokens before the summer fair and on the day

8. **Dragon Boat Race** – JJ read updated from EC's email. CR confirmed that their will be Smoothie bikes which are free to us. It was agreed that a Just Giving Page would work well for fundraising. Ridings café in Hildenborough may be able to sponsor us, CR to let us know. It was agreed information on all of this to go out after the Summer Fair and CR to talk about it to the children in assembly and it will go out in the newsletter too. JJ to update EC
9. **Bingo Night** – Feedback after we had to cancel the planned Bingo night due to not enough people was that their was not enough notice. Suggested as an alternative to run as just a children's event rather than the whole family and to look at providing food as well. This is to be looked at running again in September. Dan Calvert happy to organise again.
10. **Housekeeping**
- **School Uniform/PSA shed tidy up** – EW & CW to organise PSA shed & CW to organise and put uniform back in the PSA shed
 - **Shelters** – JJ & Katy Nunn (KN) looked into prices of new pop up shelters. £149.99 no sides, £159.99 1 side, £217.00 3 sides & front. Decided a mixture of no sides and 3 sided shelters would be good, to look further into and discuss further on email with committee members. Need to also look at 'rock screws' for support maybe a casing to go over pegs. EW also to look at other options on shelters. Also look at selling our old shelters locally.

ACTION POINTS FROM 25TH MARCH 2024	STATUS
<i>Action 1: JJ to send out reminder again to parents about Amazon Smile</i>	Completed
<i>Action 2: JJ to send out thank you to parents for 2024 challenge</i>	Completed
<i>Action 3: DC to update JJ on Bingo night</i>	Completed
<i>Action 4: JJ to look at last years summer fair team and send out updated version for volunteers</i>	Completed
<i>Action 5: JJ to send out poll on Christmas Fair preferred date</i>	Completed
<i>Action 6: JJ to update GDPR on website</i>	Completed
<i>Action 7: AH to prepare float for Sunflower competition Tuesday 26th March and hand to ED</i>	Completed